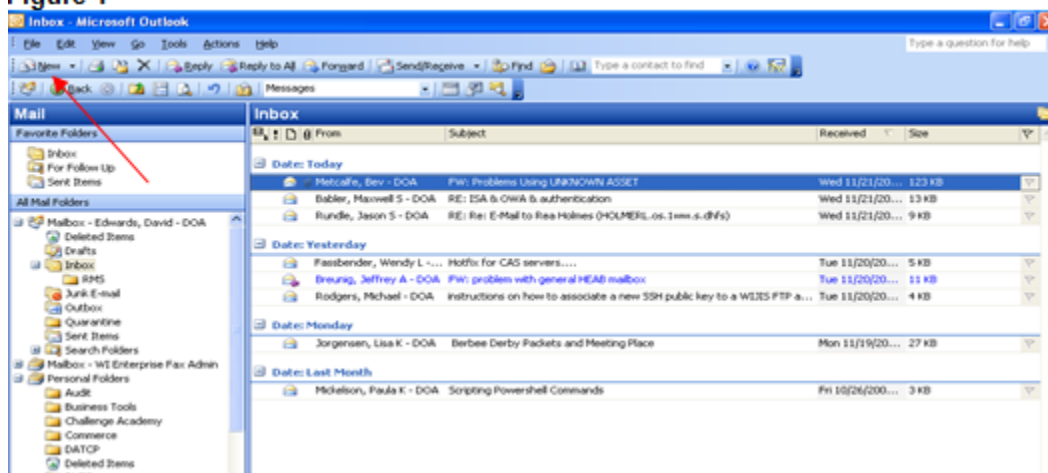


## How to send a fax using Outlook

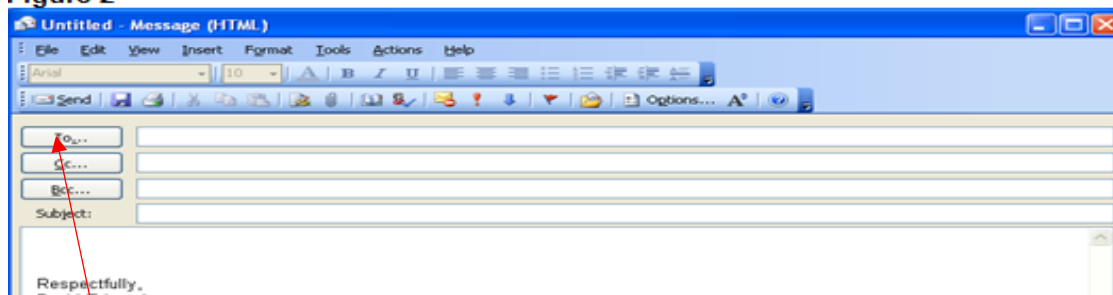
As a user of the Enterprise E-mail system you are able to send faxes using your Outlook desktop client. The instructions below will guide you through this process.

- When you create a fax using Outlook:  
click the "New" button (Figure 1) to open a new message creation box

**Figure 1**



**Figure 2**

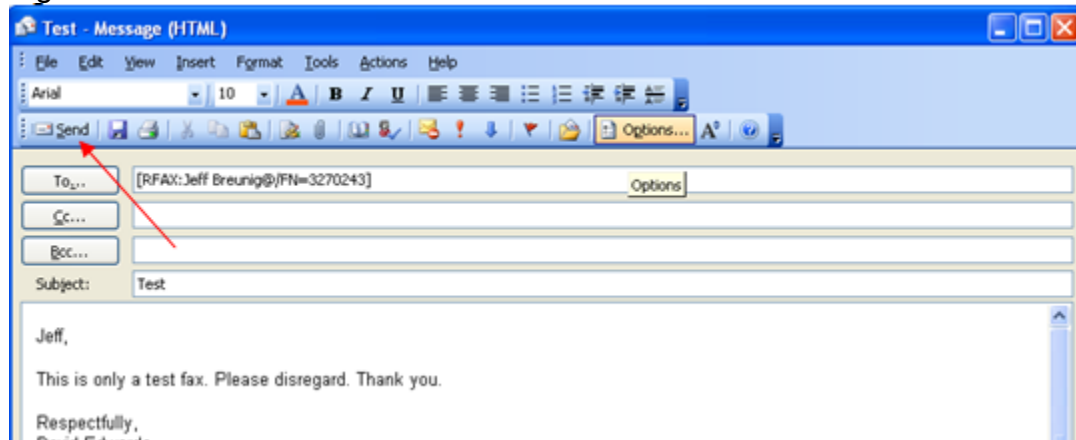


- Within the "To..." field of the new message creation box, enter the name and phone number of the person to receive the fax. The following format is to be used:
  - **[RFAX:recipientname@/FN=faxnumber]**  
Be sure to include the brackets when entering the address (see figure 3).
- If the call is local, use the normal 7 digit dialing to transmit the fax. Do not type in 9 for an outside line. If the fax number is long distance you will need to have 1+area code after the /FN= in the address. Do not include any hyphens or parenthesis in the fax number.  
For example use **[RFAX:Joe@/FN=5551212]** for local calls or **[RFAX:Joe@/FN=16085551212]** for long distance calls.
- Complete the message as you normally would. Enter the subject of the fax in the "Subject:" field. RightFax will convert the "Subject:" field into the subject line of a fax cover sheet. Enter the message you are sending to the recipient in the body portion of the message. The body of the message will be converted to the

message portion of the fax and will be sent as a second page. Attach any files you would like to send. Attachments will be printed by the receiving fax. You can attach Word, Excel, and .pdf files. Files that are not printable cannot be faxed.

- When you are ready to transmit, click "Send" (figure 3).

Figure 3



- After you click "Send", you will receive a notification that your fax was either successfully delivered or failed to transmit from the RightFax Administrator (figure 4). It may take several minutes before you get the result message. In the event you receive a failed to transmit message you should check your addressing and try to retransmit.

- Figure 4

